



## Bull Marketplace – Accounts Payable

### Parking Refund Job Aid

<b>Purpose:</b>	To provide a job aid for submitting a Request for Parking Refund in Bull Marketplace.
<b>Navigation:</b>	Navigate in Bull Marketplace to Shop > Showcases > Forms > Request for Parking Refund

**Parking Refund Job Aid**

Requests for Parking Refunds are now submitted directly to Accounts Payable in Bull Marketplace.

On the Shopping home page in Bull Marketplace select the Request for Parking Refund form.

The screenshot shows the Bull Marketplace Shopping interface. At the top is a search bar with a dropdown menu set to 'Everything' and a search button. Below the search bar are navigation links for 'Shortcuts' (Favorites, Forms, Suppliers, Categories, Contracts) and 'Browse'. The main content area is divided into two columns. The left column contains an 'Organization Message' and 'My Requisitions' (with a bar chart showing 3 requisitions). The right column contains 'Showcases' for 'Punch Out Suppliers' (listing logos for BH, BIO-RAD, CAROLINA, Connection, Fisher Scientific, GRAINGER, GraybaR, HENRY SCHEIN, MILLIPORE SIGMA, Office DEPOT, QIAGEN, and VWR INTERNATIONAL) and a 'Forms' section. The 'Forms' section lists four forms: 'Requisition Form', 'Payment Request Form', 'Request for Parking Refund' (highlighted with a red box), and 'UTSB Approval Form'.

Review the Refund Request Form Guidelines and select Next.

The screenshot shows the 'Request for Parking Refund' form guidelines page. The page title is 'Request for Parking Ref...' and the sub-header is 'Instructions'. The form number is 387475, the purpose is 'Check Request', and the status is 'Incomplete'. The main heading is 'Refund Request Form Guidelines'. The text states: 'Refunds will be reviewed for appropriateness and **may not** be approved for payment. Please provide all supporting documentation if required for approval.' There are two bullet points: 'Requests for refunds can have multiple receipts.' and 'Rejected Refunds go back to the original requestor.' A red warning message says: 'Refund requests that are not in compliance will not be processed. Please pay close attention to chartfield requirements.' The 'Required Chartfield Include:' section lists: 'Operating Unit', 'Fund', and 'Account'. A note says: 'Leave all other fields BLANK.' At the bottom right, there is a 'Next >' button highlighted with a red box.

Parking Refund Job Aid

Search for and select Single Payment Vendor.

[Back to Shopping Home](#)

**Request for Parking Ref...** **Supplier** Request Actions History ?

Form Number 397449	Supplier *	Single Payment Ve
Purpose Check Request		SINGLE PAYMENT VENDOR
Status Incomplete		Request New Supplier

Instructions

- Supplier ✓
- Questions ✓
- Review and Submit
- Form Approvals

★ Required < Previous Save Progress Next >

Additional fields will appear. Fill in the remittance information and select Next.

[Back to Shopping Home](#)

**Request for Parking Ref...** **Supplier** Request Actions History ?

Form Number 387782	Supplier *	SINGLE PAYMENT VENDOR
Purpose Check Request		Supplier Search
Status Incomplete		

Instructions

**Remit-To Address**

Contact Name \*

Street 1 \*

Street 2

Street 3

City \*

State \*

Zip \*

Country \*

Email \*

Phone   
International phone numbers must begin with +

Toll Free Phone   
International phone numbers must begin with +

Fax   
International phone numbers must begin with +

★ Required < Previous Save Progress Next >

### Parking Refund Job Aid

Complete the refund details and select Next.

Shop > Shopping > View Forms > Questions - Check Request Information

Purpose Status	Check Request Incomplete
Instructions	
Supplier	✓
<b>Questions</b>	✓
Codes	✓
Additional Information	✓
Review and Submit	
Form Approvals	

**Invoice Details**

Please fill out the Refund Request Form completely and accurately. Please attach all supporting documents. (I.E. Receipts, Transactional Backup Documentation, etc...)

What Campus is this for? \*

Tampa  
 Sarasota  
 St. Pete

Request Date \* ?

mm/dd/yyyy

Invoice Number (Reference#) \* ?

Line Description \* ?

1974 characters remaining

Currency

USD ▼

Amount \* ?

Please add supporting documentation (if necessary):

No File Attached

Uploaded attachment will be copied to the invoice.

Complete the chartfield information and select Next.

Request for Parking Ref...	Codes
Form Number 387782	
Purpose Status Check Request Incomplete	
Instructions	
Supplier ✓	
Questions ✓	
<b>Codes</b>	
Additional Information ✓	
Review and Submit	
Form Approvals	

**Errors**

- Required field: Account: Line
- Required field: Fund: Line
- Required field: Oper Unit: Line

**Accounting Codes**

LINE	GL Unit	Oper Unit	Fund	Account	Dept	Product	Initiative	PC Bus Unit	Project / Activity	Budget Reference	edit
	USF01 USF	<span style="background-color: yellow; border: 1px solid red; padding: 2px;">no value Required field</span>	<span style="background-color: yellow; border: 1px solid red; padding: 2px;">no value Required field</span>	<span style="background-color: yellow; border: 1px solid red; padding: 2px;">no value Required field</span>	no value	no value	no value	no value	no value	no value	

Add alternate distribution for Discount

**★ Required**

## Parking Refund Job Aid

### Parking Refund Job Aid

Location and PO Business Unit are not required for the Request for Parking Refund. Select Next.

The screenshot shows the 'Request for Parking Refund' form with the 'Additional Information' section active. The form number is 387782 and the status is 'Incomplete'. The 'General Information' section contains two dropdown menus for 'Location' and 'PO Business Unit', both with 'Select from all values...' options. A sidebar on the left shows progress for various sections: Instructions, Supplier, Questions, Codes, and Additional Information, all marked with green checkmarks. At the bottom right, there are buttons for '< Previous', 'Save Progress', and 'Next >', with the 'Next >' button highlighted with a red box.

Once you have completed all required fields review and Submit.

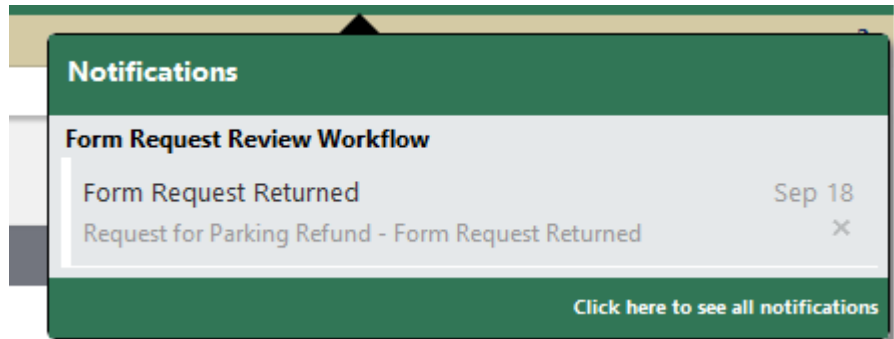
The screenshot shows the 'Request for Parking Refund' form in the 'Review and Submit' section. A green banner at the top indicates 'Required Fields Complete'. Below this is a table showing the progress of each section: Supplier, Questions, Codes, and Additional Information, all marked with green checkmarks and 'Required Fields Complete'. The sidebar on the left shows progress for all sections, including 'Review and Submit', all marked with green checkmarks. At the bottom right, there are buttons for '< Previous', 'Add to Favorites', and 'Submit', with the 'Submit' button highlighted with a red box.

Select the Form Approvals tab to view the current workflow step.

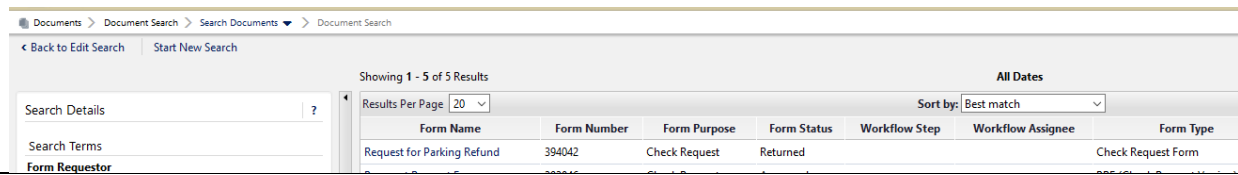
The screenshot shows the 'Request for Parking Refund' form in the 'Form Approvals' section. The workflow is displayed as a sequence of steps: 'Submitted' (8/22/2019 3:44 PM), 'Admin Services' (Active, View approvers), 'AP Review' (Future, View approvers), and 'Create Non PO Invoice' (Future). A checkered flag icon labeled 'Finish' is at the end of the sequence. The 'Form Approvals' tab in the sidebar is highlighted with a red box.

**Parking Refund Job Aid**

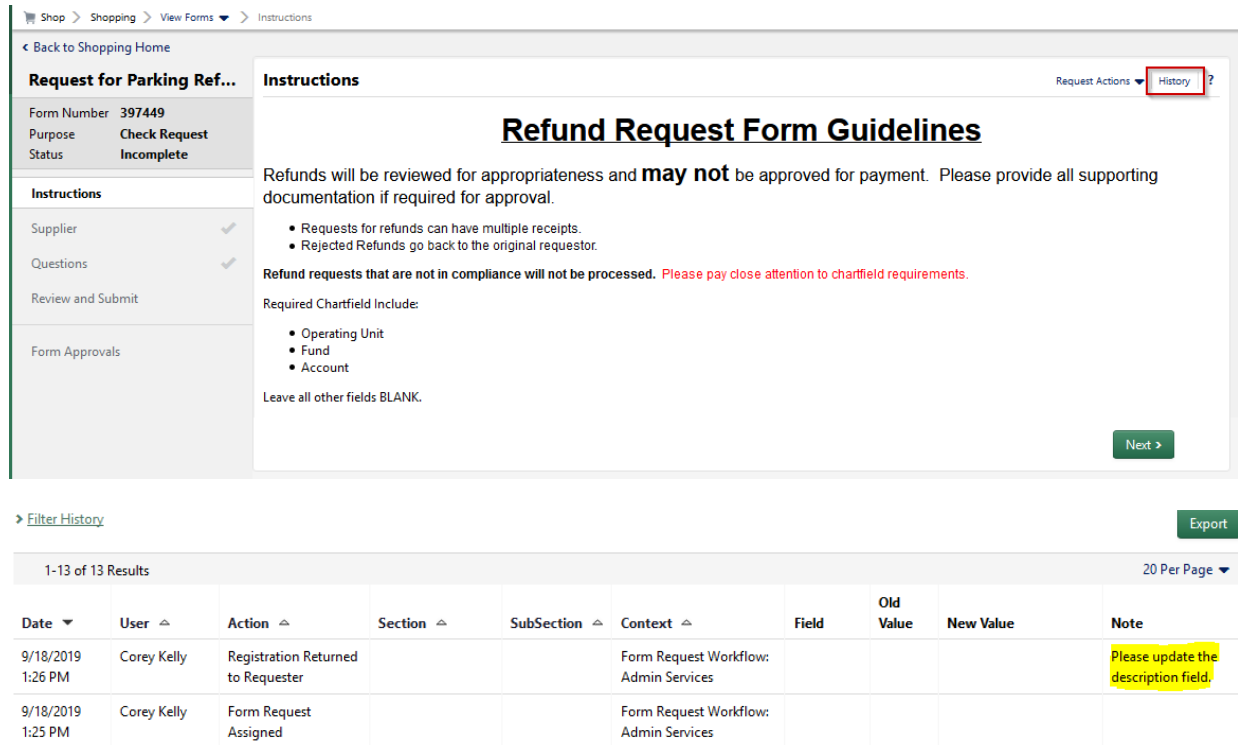
If the Request for Parking Refund is returned by an approver you will receive a notification.



Use Documents Search to locate the original request.



Select History to see the reason for the return.



You may update the form and resubmit.

## Parking Refund Job Aid

### Parking Refund Job Aid

Once fully approved an invoice will be created. You can select the invoice number to view.

**Request for Parking Ref...** Form Approvals Request Actions History ?

Form Number: 391308  
 Purpose: Check Request  
 Status: **Approved**  
 Invoice: V0000729

Submitted 9/6/2019 11:50 AM

**Admin Services**  
 Approved ✓  
 ✓ Corey Kelly

**AP Review**  
 Approved ✓  
 ✓ Richard Coleman

**Create Non PO Invoice**  
 Completed ✓

Completed 9/6/2019 11:52 AM

Instructions  
 Supplier ✓  
 Questions ✓  
 Codes ✓  
 Additional Information ✓  
 Review and Submit

Form Approvals

On the invoice you can review the payment status, and once paid, the payment information.

Accounts Payable > Invoices and Receipts > Search for Invoices > Summary - Supplier Invoice No. 895637 (Doc. No. V0000729)

**Invoice: V0000729**  
 Request for Parking Refund

Supplier Invoice No.: 895637  
 Supplier: SINGLE PAYMENT ...  
 Status: Completed  
 Document Total: 25.00 USD

Invoice Summary

Summary  
 General  
 Addresses  
 Note/Attachments  
 Payment Information

**Summary** Document Actions History ?

The invoice contains one or more non-PO invoice lines. They are excluded from the matching.

**General**

Invoice Type	Invoice
<b>Pay Status</b>	Paid
Invoice Number	V0000729
Supplier Invoice No.	895637
Supplier Name	SINGLE PAYMENT VENDOR <a href="#">more info...</a>
Accounting Date	9/6/2019

Expand All Collapse All

If the request is rejected by an approver you will receive a notification.

**Notifications**

**Form Request Review Workflow**

Form Request Returned Sep 18

Request for Parking Refund - Form Request Returned ✕

[Click here to see all notifications](#)

To review, use Documents Search to locate the original request.

Documents > Document Search > Search Documents > Document Search

Back to Edit Search Start New Search

Showing 1 - 5 of 5 Results All Dates

Results Per Page: 20 Sort by: Best match

Form Name	Form Number	Form Purpose	Form Status	Workflow Step	Workflow Assignee	Form Type
Request for Parking Refund	394042	Check Request	Rejected			Check Request Form

## Parking Refund Job Aid

### Parking Refund Job Aid

The Form Approvals tab will show rejected. Select History to view the reason for the rejection.

< Back to Results 1 of 5 Results < >

**Request for Parking Ref...** **Form Approvals** Request Actions **History** ?

Form Number 394042  
 Purpose Check Request  
 Status Rejected

Submitted 9/18/2019 1:28 PM

**Admin Services**  
 Canceled (Rejected) X  
 X Corey Kelly

Rejected 9/18/2019 1:29 PM

Instructions  
 Supplier ✓  
 Questions ✓  
 Codes ✓  
 Additional Information ✓  
 Review and Submit

**Form Approvals**

1-18 of 18 Results 20 Per Page

Date	User	Action	Section	SubSection	Context	Field	Old Value	New Value	Note
9/18/2019 1:29 PM	Corey Kelly	Form Request Rejected			Form Request Workflow: Admin Services				This is a duplicate request.
9/18/2019 1:29 PM	System	Form Request Rejected			Form Request Workflow				
9/18/2019 1:29 PM	Corey Kelly	Form Request Assigned			Form Request Workflow: Admin Services				

Rejected requests cannot be resubmitted. If this payment is to be issued in the future a new request will be required.